

Position Title:	Property Services (Trade Experience Preferred)
Report to:	Executive Principal
Direct Report:	Chief Experience Officer
Collaborate with:	Executive Principal (or delegate), Deputy Principal, Teaching Staff, Family Engagement Team, External Maintenance Contractors
Award:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2023
Position Purpose:	The Property Services role is responsible to maintain school property, buildings, equipment, grounds, gardens and associated Sports Fields to a high standard of appearance and safety, to meet the expectations of management and in keeping with the amenity of the environment and the image of the school, while working collaboratively. The presentation of the school grounds and buildings is an important part of the school's marketing strategy. The key duties of the Property Services position include assisting with scheduled and responsive repairs, setting up and packing down events, and overseeing the upkeep and procurement of tools and supplies, minor repairs on the school property. A uniform will be provided and required to be worn. Trade Qualifications Highly Desirable

Essential Duties and Responsibilities, including duties as required by the principal

1. Operations, Safety & Compliance	• Oversight and implementation of cyclical maintenance plan. • Maintain school grounds, ensuring they are clean, safe, and presentable. • Conduct landscaping tasks such as mowing, watering, fertilising, mulching, trimming hedges, pruning trees, and removing weeds. • Maintain outdoor play equipment, ensuring safety and proper functionality. • Repair and maintain pathways, driveways, and external structures. • Clean and maintain gutters, drains, and downpipes. • Assist with setting up and packing up for school events. • Conduct and document a weekly safety and maintenance audit by a thorough walk through. • Ensure all maintenance tasks comply with WHS (Work, Health & Safety) regulations. • Identify and report hazards, undertaking necessary repairs or escalating issues to the Chief Experience Officer. • Secure hazardous tools and materials, ensuring safe storage. • Assist with deployment of deliveries. • Electrical testing and tagging of individual pieces of equipment, only where the person is the holder of an electrical work licence (under the Act); or bring to the appropriate attention any testing and tagging required. • Drive the school bus periodically.
2. Leadership	• Provide regular status updates. • Direct and collaborate with external maintenance contractors in providing maintenance of school. • Ensure maintenance contractors have the appropriate current insurances and licences including WWCC, Public Liability, Workcover, etc. • Ensure storage and usage of equipment and chemicals including paint is stored safely and complies with WH&S legislations and relevant MSDS. • Monitor and track expenditure against the allocated budget. • Work within budget constraints while maintaining quality.

3. Maintenance	• Perform routine maintenance and minor repairs on school buildings, classrooms, and facilities. • Proactively identify maintenance and repair tasks • Patch and paint walls, ceilings, and surfaces as needed. • Fix minor plumbing issues such as leaking taps, blocked drains, sumps and running toilets. • Assist in the preparation of classrooms, furniture, equipment and fittings. • Perform emergency cleaning after accidents. • Remove graffiti as priority.
4. Administration	• Actively support and contribute to the school environment including lead staff devotions periodically. • Current Working with Children Check. • Current First Aid Certificate. • WHS training or awareness of safety regulations in a school environment. • MR Licence for bus driving (preferable) or willingness to obtain necessary qualifications. • Ability to work at heights, including for roof access and gutter cleaning. • Basic computer knowledge for emailing and managing maintenance tickets. • Attend School functions (as requested by the Executive Principal or delegate).
Attributes	
	• Committed Christian actively involved in evangelical Church. • Commitment to safeguarding and promoting the welfare of children. • Growth mindset orientated. • Level of health and fitness that will allow you to thrive in a physically demanding work environment. • Operate in a professional, courteous, efficient manner always respecting confidentiality for all school staff, contractors and students. • Good organisational and management skills. • Use of initiative and ability to work unsupervised. • Follow all lawful directions.